

Position	Cook
Department	Juvenile Detention Center
Supervisor	Food Services Coordinator
Supervises	No One
FLSA Status	Non-Exempt

Position Summary:

The Cook performs food preparation tasks, and is responsible for the Food Service Area in the absence of the Food Services Coordinator.

Significant Responsible Areas:

- Cooks and prepares daily meals.
- Follows required menu plans.
- Maintains and cleans Food Service Areas, equipment, utensils, and dishes.
- Operates kitchen equipment.
- Monitors food storage area for correct temperature control, as assigned.
- Maintains an accurate count of all utensils, dishes, and equipment.
- Documents number of meals served, as assigned.
- Documents all food usage.
- Serves Facility meals.
- Delivers Resident meals, as needed.
- Receives food service deliveries.
- Assists in maintaining strict inventory control.
- Completes required forms.
- Performs other related job duties, as assigned.

Requirements:

- Valid Oklahoma Drivers license, preferred.
- Must be able to work flexible hours.
- At least 21 years of age.

Education Requirements:

- Technical school certification in food service is preferred.

Relevant Experience:

- High School diploma or equivalent.
- Two years experience in institutional or large scale food preparation or an equivalent combination of training and experience which provides the capabilities to perform the prescribed duties.

Behavior Dimensions:

Communications:

Oral-	Verbal-Must be able to utilize verbal communication to effectively convey ideas and information to Facility Staff and residents. Nonverbal-Must have appropriate eye contact, body language and gestures while communicating with others
Written-	Must be able to prepare forms in a correct grammatical manner.
Presentation-	Must be able to present information to Facility Staff and Residents.
Listening-	Must be able to respond to statements of others and clarify questions to ensure persons that they have been heard.

Leadership:

Vision-	Must be able to see the needs of the food Service Area and take action based upon those needs.
Empowerment-	Must have the skill to enable others to act by providing clear direction and be available for assistance.

Decision Making:

Analysis-	Must be able to identify issues pertaining to the Food Service area and recognize relationships between issues.
Innovations-	Must be able to review information presented and develop creative solutions.
Decisiveness-	Must be able to review problem situations, make appropriate decisions, and implement the solution in a timely manner.
Judgment-	Must be able to consider alternative solutions and select alternative courses of action.

Interpersonal Skills:

Sensitivity-	Must have a genuine concern for troubled juveniles and be sensitive to their feelings, concerns and beliefs.
Conflict Resolution-	Must be able to recognize differences of opinion, bring the out in the open for discussion, look for a win-win solution, and bring all to some agreement.
Diversity Awareness-	Must be able to show respect for all people regardless of their race, gender, disability, lifestyle, or viewpoint.
Relationships:	Must be able to establish friendly, long term relationship with others and demonstrate concern for others.

Personal Motivation:

Adaptability-	Must be able to work effectively in varied situations, with a minimum of loss of productivity and confusion.
Initiative-	Must be able to initiate, develop, and propose projects and request additional responsibilities.
Integrity-	Must posses a high level of personal and societal values, as well as be honest and trustworthy.

Tenacity-	Must follow through on projects and complete work in spite of complications or setbacks.
Stress Tolerance-	Must perform under conditions where pressure, resistance, or opposition make work situations difficult, and must remain productive in times of crisis or critical events.
Physical Fitness-	Must be physically capable of performing the demands of the position.
Mental Fitness-	Must be psychologically capable of handling the responsibilities of the position.

Proficiencies:

Job Knowledge-	Must possess knowledge of how secure facilities operate, the unique requirements of Staff, and what is expected of his position.
Professional Knowledge:	Must possess knowledge and skill in the use of the equipment used in food preparation, preparation of meals, Food Service cleaning, and Food Service inspections.

Management:

Planning-	Must be able to accurately coordinate meal preparation with scheduled meal times.
Organizing-	Must allocate time for specific tasks in order to complete requested work.
Follow -up-	Must check assigned work to assure task is completed in a satisfactory manner.
Quality Focused-	Must strive to continually enhance the Food Service Area of the Facility.

Employee's Signature	Date
Supervisor's Signature	Date